



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Linda McCulloch
Superintendent

2007 ADMINISTRATIVE REGIONAL TRAINING

Administrative training is for school administrators, clerks and secretaries who work with School Nutrition Programs (National School Lunch, School Breakfast, Afterschool Snack, and Special Milk). Topics include requirements for free and reduced-price meal applications, verification, school wellness policies, and the basics of administering the School Nutrition Programs.

DATES AND LOCATIONS

| | | |
|-------------|-------------------------------|---|
| Helena | Wednesday, September 26, 2007 | Office of Public Instruction, 1201 11 th Ave. |
| Great Falls | Thursday, September 27, 2007 | Great Falls Public Schools District Office 1100 4 th Street South, Birch/Cedar Room |
| Billings | Friday, September 28, 2007 | Lincoln Center Board Room 415 N. 30 th St. (park in parking garage) |
| Missoula | Friday, September 28, 2007 | Hellgate Middle School Library, 2385 Flynn |
| Glendive | Wednesday, October 24, 2007 | Dawson County High School, ITV Lab 900 N. Merrill (use Merrill entrance) |

TIME

9:00 a.m. – 1:00 p.m. (*except for the Glendive site, which will be from 12 p.m.-4 p.m.*)
A healthful snack will be provided.

THE TRAINING IS FREE BUT REGISTRATION IS REQUIRED Deadline for Registration is September 17, 2007

Call School Nutrition Programs at (406) 444-2501 for more information.

Administrative Training Registration (Please Print)

Complete one registration form for each person attending and fax or mail by September 17 to:
Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501
or **fax: (406) 444-2955**.

Name and Title: _____

School District: _____

Telephone: _____ Fax: _____

I will attend: Helena _____ Great Falls _____ Billings _____ Missoula _____ Glendive _____

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."